



Statement of Work

Title: Provision of Value Engineering and Professional Facilitation, Strategic Planning and Alignment, and program/project management and consulting services supporting MSA Portfolio Management, other MSA organizations and DOE-RL

Revision Number: 0

Date: August 17, 2016

1.0 INTRODUCTION / BACKGROUND

The Subcontractor is required to provide staff augmentation support as set forth herein:

2.0 OBJECTIVE

To provide professional facilitation, value engineering, strategic planning alignment, regulatory alignment and program/project management and consulting services as needed by Portfolio Management (PFM), other MSA organizations and DOE-RL.

3.0 DESCRIPTION OF WORK – SPECIFIC

Provide services as needed by MSA to support various MSA or DOE-RL programs/projects and provide the following general activities:

- Conduct various facilitation sessions in support of specific requirements as directed by DOE-RL or MSA.
- Provide a senior Value Specialist certified by the International Society of American Value Engineers (SAVE) who is well experienced in providing value engineering and facilitation services to MSA and various DOE-RL organizations.
- Participate in strategic planning and alignment in support of PFM, other MSA organizations or DOE-RL.
- Conduct regulatory alignment sessions for MSA and DOE-RL.
- Provide program/project management and consulting services to MSA and DOE-RL
- Assist Portfolio Management and PFM technical team leads in the development and maintenance of specific, detailed fiscal year work scope documentation and the identification, tracking and status reporting of PFM deliverables.



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- Provide project support services in the preparation stages, during facilitated sessions and after the sessions to document session results and recommendations in formal reports to using clients.
- Provide project support services to assist in the preparation, conduct, reporting, and tracking implementation of process improvements, strategic planning and alignment, value engineering, and management retreat workshops that foster and implement continuous improvement required to successfully achieve project delivery, as directed by DOE-RL or MSA.
- Support and participate in pre-workshop interface meetings with managers, supervisors, key personnel, and the client (DOE) to solicit inputs and ownership required to solidify workshop objectives, deliverables, selection of team members and required subject matter experts, workshop/conference logistics, and appropriate process agenda to MSA and DOE-RL.
- Assemble, coordinate, support and perform final edits to issue post-workshop and implementation status reports, in support of MSA or DOE-RL

4.0 QUALIFICATIONS

Required Qualifications:

The Subcontractor must meet the following minimum qualifications:

- Have a four year BA or BS degree.
- A minimum of twenty years of experience in program/project management and value engineering.
- Certification as a Value Specialist by the International Society of American Value Engineers (SAVE). Being a fellow of SAVE is also highly desired.

Desired Qualifications:

- Prior experience supporting the DOE-RL and their prime contractors in the areas of value engineering, professional facilitation, strategic planning and alignment, regulatory alignment and program/project management and consulting.

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualifications, and certification requirements as applicable.



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5.0 REQUIREMENTS

General

Subcontractor shall operate to MSA policies, procedures, and processes. MSA will supervise and direct the day to day work activities of the Subcontractor's personnel.

5.1 Environmental, Safety, & Health Requirements

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with, and assist the Buyer in complying with environmental and safety requirements of all applicable laws, regulations and directives.

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. As a minimum, the Subcontractor shall:

- Thoroughly review the defined scope of work;
- Identify hazards and environmental and safety requirements;
- Analyze hazards and implement controls;
- Perform work within controls; and
- Provide feedback on adequacy of controls and continue to improve safety management.

6.0 PERSONNEL REQUIREMENTS

6.1 Training

- Hanford General Education Training (HGET)/MSA General Education Training (MGET) is required.
- Other site specific training may be required as determined during performance of this scope of work.

6.2 Security and Badging Requirements

- A. For any on site work, see Special Provisions – On-Site Services for details.
- B. The Subcontractor shall wear a Buyer-issued security badge identifying themselves. A minimum of two working days advance notice is needed for site badging.



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C. Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

6.3 Work Location/Potential Access Requirements:

The contractor will provide support as necessary in suite G-5 of the Federal Building, 825 Jadwin.

6.4 Site Access and Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 am and 4:30 pm, with one-half hour designated as an unpaid period for lunch, Monday through Thursday. Adjustment to the work schedule as necessary with the agreement of the BTR.

Work performed outside normal operating hours shall be coordinated and/or approved through the BTR and/or the Contract Specialist prior to performing the work.

7.0 MEETINGS, SUBMITTALS

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR).

8.0 DELIVERABLES, PROJECT CONTROLS, MILESTONES AND PERFORMANCE SCHEDULE REQUIREMENTS

8.1 Deliverables

Specific deliverables will be developed as required over time between the contractor, BTR and PFM VP, PFM Deputy and PFM technical leads.

8.2 Schedule

Start date: October 1, 2016 Completion date: September 30, 2017 *

* with options to extend on an annual basis through September 30, 2019